



Greening Your Large or Major Event Checklist:

Every event is unique. Although not every action may be relevant to your event, please see how far you can go to have a green event.

Venue

- Choose a venue that minimizes travel for the most people possible
- Find accommodations within walking distance
- Minimize waste and divert from the landfill
 - Avoid one-time use give-away items
 - Avoid printed agendas, program booklets and provide information online
 - Conduct a walk-through of the space to ensure recycling containers have signage and are set next to landfill bins
 - o Submit a Work Order if recycling bins and signs are needed
 - To collect compostables, submit a Work Order (LSC only) and inquire if resources are available to do so. (LSC collects compostables from select campus locations during the academic year)
- Turn off all lights, computers, projectors and electronics when not in use
- Choose a venue that has their own environmental policies and practices

Food & Beverage

- Require an RSVP to better estimate the actual number of attendees
- Ensure all event staff are trained on proper disposal of recyclables and compostables
- Request tablecloths from catering services
- Serve pitchers of fresh tap water with reusable or compostable cups
- Vegetarian and vegan options to reduce the amount of meat served
- Order fish only from sustainably managed sources
- Order seasonal and local foods and order fair-trade coffees, teas, and chocolates
- Buffet style serving: No individual packets of chips, condiments, etc.
- Reusable serving ware and cloth napkins
- Encourage attendees to bring their own dishes
- Donate leftover, unserved food

Communications

- Create an event website with online registration
- Distribute agendas and handouts electronically before the event
- Print double-sided on recycled paper, with narrow margins, using vegetable-based inks
- Reusable name badges
- Reusable signs without dates
- Use whiteboards rather than paper flipcharts
- Limit giveaways and use reusable materials for courtesy bags



SUSTAINABILITY

- Ask for feedback on your efforts at greening the event

Transportation

- Video conferencing
- Teleconferencing
- Encourage public transit use
- Offer shuttle service
- Provide walking maps

Please contact the Office of Sustainability at sustainability@luc.edu with your ideas to green events at Loyola.